

NOTICE OF JOB OPPORTUNITY
HOUSE PORTER
MACKINAC ISLAND, MICHIGAN

Island House, Inc. dba Island House Hotel in Mackinac Island, Michigan, seeks three House Porters for temporary, full-time employment (04/01/23 – 11/05/23). Duties: Assist room attendants with physical tasks and with cleaning hotel guest rooms and employee housing; move laundry from guest rooms to laundry; move and straighten furniture; turn mattresses; clean public areas of hotel; and empty trash. Duties may include: carry linens, towels, toilet items, and cleaning supplies, using wheeled carts; disinfect equipment and supplies; transport trash and waste to disposal areas; observe precautions required to protect hotel and guest property and report damage, theft, and found articles to supervisors; clean rugs, carpets, upholstered furniture, and draperies; dust and polish furniture and equipment; keep storage areas and carts well-stocked, clean, and tidy; wash windows, walls, ceilings, and woodwork, waxing and polishing as necessary; sweep, scrub, wax, or polish floors; wash dishes and clean kitchens, cooking utensils, and silverware; polish silver accessories and metalwork; sort clothing and other articles, load washing machines, and iron and fold dried items; request repair services and wait for repair workers to arrive; sort, count, and mark clean linens and store them in linen closets; prepare rooms for meetings and arrange decorations, media equipment, and furniture for social or business functions; remove debris from driveways, garages, and swimming pool areas; deliver television sets, ironing boards, baby cribs, and rollaway beds to guests' rooms; assign duties to other staff and give instructions regarding work methods and routines; and replace light bulbs.

May perform other job duties pursuant to 37-2012, Maids and Housekeeping Cleaners.

8:00 am to 4:30 pm or 3:00 pm to 11:00 pm. 35 hours/week, 0-8 OT hours/week (OT must be pre-approved); 8-hour shifts; 8:00 am to 4:30 pm or 3:00 pm to 11:00 pm; 5 days/week, may work 6-7 days/week during peak times (Sunday through Saturday, schedule varies and includes evenings and weekends; business is open 7 days/week).

No formal education, training or experience required. On-the-job training will be provided.

\$12.82/hr; O/T \$19.23/hr; Workers will be paid no less than \$12.82 per hour. Employer may pay higher wage rates to workers based on seniority with employer and level of skill. Overtime hours may vary and will be paid no less than \$19.23 per hour.

The H-2B Temporary House Porters will travel to and perform duties within 1.5-mile radius of 6966 Main Street, Mackinac Island, MI 49757, including:

6966 Main Street, Mackinac Island, MI 49757
7822 Main Street, Mackinac Island, MI 49757
7742-101 Main Street, Mackinac Island, MI 49757
7742-201 Main Street, Mackinac Island, MI 49757
7707 Mahoney Avenue, Mackinac Island, MI 49757
2920 Cadotte Avenue, Mackinac Island, MI 49757
2922 Cadotte Avenue, Mackinac Island, MI 49757
2897 Horn Lane, Mackinac Island, MI 49757
2893 Horn Lane, Mackinac Island, MI 49757
7606-101 6th Street, Mackinac Island, MI 49757
2900 Bazinaw Lane, Mackinac Island, MI 49757
2895 Cadotte Avenue, Mackinac Island, MI 49757

2887 Cadotte Avenue, Mackinac Island, MI 49757
2881 Cadotte Avenue, Mackinac Island, MI 49757
7540-101 7th Street, Mackinac Island, MI 49757
7540-201 7th Street, Mackinac Island, MI 49757
2735 Cadotte Avenue, Mackinac Island, MI 49757
2731-LL Cadotte Avenue, Mackinac Island, MI 49757
2731-101 Cadotte Avenue, Mackinac Island, MI 49757
7606-201 7th Street, Mackinac Island, MI 49757
7606-102 6th Street, Mackinac Island, MI 49757
7606-103 6th Street, Mackinac Island, MI 49757
7618-201 6th Street, Mackinac Island, MI 49757
7618-101 6th Street, Mackinac Island, MI 49757
7685 Mahoney Avenue, Mackinac Island, MI 49757
7695 Mahoney Avenue, Mackinac Island, MI 49757
2269 Cadotte Avenue, Mackinac Island, MI 49757
1542 Cadotte Avenue, Mackinac Island, MI 49757
350 Ferry Lane, Mackinac Island, MI 49757

Employer assurances pursuant to 20 CFR 655.20:

- Single work week used in computing wages due.
- Wages paid bi-weekly.
- Work tools, supplies & equipment provided without cost to employee.
- Workers have the option of employer-provided housing for \$95 per week, and if elected, employer will deduct costs from worker's paycheck. Workers also have the option of securing their own lodging.
- Employer will make all deductions from the worker's paycheck required by law and any non-legally required payroll deductions permitted under the law and requested by Employee.
- If worker is outside of the U.S., employer will arrange & pay directly for transportation & subsistence from place of recruitment to place of work. If worker is in the U.S., upon 50% completion of work contract, employer will reimburse the worker for transportation & subsistence from place of recruitment to place of work within five days of receiving the expense receipts. Employer will issue reimbursement within the first workweek when required to meet FLSA minimum wage obligations. Upon completion of the work contract or where the worker is dismissed earlier, if the worker has no immediately subsequent H-2B employment, the employer will provide or pay for worker's reasonable costs of return transportation & subsistence back home or to the place the worker originally departed to work. The amount of transportation payment or reimbursement will be equal to the most economical & reasonable common carrier for the distances involved. Daily subsistence will be provided at a rate of at least \$15.46 per day during travel to a maximum of \$59.00 per day with receipts.
- Employer will reimburse worker in the first work week for all visa, visa processing, border crossing & related fees, incl. those mandated by the government (excluding passport fees).
- The employer guarantees to offer work for hours equal to at least three-fourths of the workdays in each 12-week period of the total employment period.

This position is being posted in connection with a future application for H-2B workers.

Application Process: Contact the nearest office of Michigan Works (found at: <https://www.michiganworks.org/michigan-works-network>) or at 10 North State Street, St. Ignace, MI 49781, (906) 643-8158 for referral. Reference Job ID: 94256238 "H-2B Island House, Inc. dba Island

House Hotel House Porter.” Or contact Island House Hotel at ryan@theislandhouse.com or www.theislandhouse.com/employment.
